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MAJOR ACCOMPLISHMENTS AND SIGNIFICANT DEVELOPMENTS IN THE TRANSACTIONS
AND RECORDS BRANCH DURING 1 JULY 1960 THROUGH 30 JUNE 1961

1. Personnel Action Preparation - The most significant development in Branch operations was the installation of a completely revised system of preparing Form 1150, Notification of Personnel Action, and the simultaneous preparation of input data for machine purposes. Prior to October 1960, the Form 1150 contained information relative to the "From" side of a personnel action as well as the "To" side. As Status Section prepared a Form 1150 (using a Flexowriter), a by-product paper tape was automatically punched. This tape was then used to prepare two punched IBM cards, which were then forwarded to Machine Records Division for up-dating the IBM master file. Effective the beginning of October 1960, Status Section instituted the use of a completely revised Form 1150, which contains data only for the "To" side of a personnel action. Simultaneously, a punched paper tape (in IBM code) is generated, which is then run through a translator in order to convert the coding into RCA-501 code. The final paper tape is forwarded to the computer center for up-dating the computer master file. During the period October 1960 through January 1961, each personnel action request received by the Office of Personnel was prepared twice by Status Section: once to accommodate the IBM equipment and once to accommodate the computer. The purpose of this dual operation was to provide a system for cross-checking personnel data fed into the computer in order to "de-bug" the computer programming. As of the first of February 1961, the transition to the computer system for personnel action preparation was complete and the IBM system was abandoned.
2. Military Personnel Actions - One of the advantages possible through the use of the computer as compared to IBM equipment was that personnel actions on military personnel could be processed in a manner compatible with the processing of civilian personnel actions. Detailed procedures were developed for the initiation, coordination, and submission of Form 1152 on military personnel and for the final preparation and distribution of Form 1150.
3. Handbook for Form 1152 - As one of the stages of preparation for conversion to the computer system, the Branch was responsible for drafting a set of instructions relative to the preparation, coordination, and submission of the revised Form 1152, Request for Personnel Action. The instructions were finally printed in the form of Handbook [REDACTED]. In order to emphasize these instructions, the C/TRB conducted a series of briefings of personnel officers, personnel assistants, and administrative officers representing all components of the Agency. There was a total of seven group briefings, with each group comprised of 15-20 personnel. Additionally, a special briefing was conducted for the benefit of all appointment clerks and supervisors, to emphasize the requirements for special data on appointment actions.

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4. Applicant Cards - For more than a year this Branch had been recommending a reduction in the volume of applicant card files through the selective destruction of those cards which had outlived their usefulness. During March 1961 a decision was rendered by the Office of the Director of Personnel that all applicant cards would be retained for an indefinite period and no destruction was authorized. The basic reason leading to this determination was that Congressional interest could arise at any time in connection with a given applicant and the Agency should not be placed in the position of having to admit that our records regarding the applicant had been destroyed. Following this same vein of thought, a determination was also made that all incoming applicant correspondence would be folderized and retained for a minimum of two years before being considered for destruction.

5. Personnel Folder Charge Control - The Branch installed a revised system for the recording of loans of official personnel folders. Formerly, the personnel folder was maintained in an out jacket which also housed the travel documents. Upon request for the loan of a personnel folder, the folder was removed and given to the requestor and the charge card was maintained in a special card file established for that purpose. Under the present system, the file drawers for personnel folders contain only personnel folders; the travel documents and old out jackets have been removed and reestablished as a separate file. When a personnel folder is being charged out, the charge card itself is placed in the holder of a special "out card" which, in turn, is filed in the place of the removed personnel folder.

6. Correspondence Review - In an effort to expedite the acknowledgment of incoming inquiries relative to employment, a procedure was installed for the preliminary screening of incoming cases. This initial review will, in most cases, indicate whether the letter is the initial contact by the applicant or is follow-up correspondence. Further, a general determination can be made as to whether the applicant is interested in a clerical position as opposed to a professional position. In the case of an initial contact letter, the correspondence reviewer immediately prepares a form letter reply which is both an acknowledgment and a transmittal of necessary forms to be completed by the applicant. In the case of a follow-up letter being received, the correspondence reviewer sends a simple acknowledgment, thereby providing a little time for an analysis of the individual's qualifications and shopping of the file prior to preparing a final decision on the applicant's case.

7. Security Reinvestigation - The Office of Security began a program of reinvestigation of Agency employees. Under this program, a listing of selected names is provided to various components of the Agency to determine whether those components have any information about the employee which should be considered by the Office of Security either prior to or during the reinvestigation. Within the Office of Personnel, one of the sources of potential information is the official personnel folder. Accordingly, the Branch began a continuing program of the review of personnel folders for the purpose of reporting such potential information.

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8. Personnel Folder Conversion - A project was initiated to replace the old personnel folders with a new style folder (recently installed in the Federal Supply System). The new folders employ the system of name tabs inserted into a plastic slot (which is an ~~essential~~ ^{integral} part of the folder) rather than having the name typed directly on the folder. Further, the new folders are of heavier stock which should wear longer. An expedite was placed on the conversion project due to a determination to purchase new filing equipment (PRO-FILE) for the maintenance of the personnel folders. The old style folders could not be housed in Pro-File equipment because of the location of the name tabs on the folders.

9. Legislative Pay Increase - Upon publication of PL 86-568 in July 1960, which increased classified salaries, this Branch undertook the project of formal documentation of the pay changes for Agency personnel. Arrangements were made with Machine Records Division to have a dummy personnel action prepared on each employee showing both the old and the new salary rate. These actions were prepared in three copies: one each for the official personnel folder, the operating office, and the employee. The Branch verified the information on these actions by comparison with the service record card maintained for each individual, and simultaneously posted the revised salary rate to the service record card.

10. Terminated Employee Files - The personnel folders of employees who terminated prior to April 1960 were retired to the CIA Records Center.

11. Applicant Files - Those applicant files which were not coded for qualifications and for which there had been no correspondence since 1958 (a total of approximately [REDACTED]) were retired to the CIA Records Center.

12. A statistical recapitulation of major activities within the four Sections is attached.

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FILES SECTION

TOTAL

MONTHLY AVERAGE

1. Employee Files Charged Out
2. Terminated Files Charged Out
3. Employee File Material Received
4. EOD Files Established
5. Applicant Folders Established
6. Applicant Files Charged Out
7. Mail Inserted In Applicant Files
8. Files Requested From FRC Or Other Agencies



CORRESPONDENCE SECTION

1. Routine Letters Prepared
2. Special Letters Prepared
3. Congressional Letters Prepared
4. Front Office Letters Prepared

20199
6569
142
21

1683
547
12
2

STATUS SECTION

1. Personnel Actions Prepared
2. Documents Coded



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POSITION CONTROL SECTION

1. Personnel Actions Processed
2. Periodic Step Increases Processed
3. SCD's Computed



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